

Sample Letter to Request Proposals from Consultants

Date

Consultant

Address

Dear Consultant :

The (local entity) has been approved by the DNR to receive Lake and River Enhancement (LARE) funding for a (type) of Study for the (location in name of County) . We are requesting proposals in order to select a consultant to conduct the study.

If your firm is interested in submitting a proposal, please notify (name of contact) at (contact numbers) within (date for one week from letter posting). We request completed proposals by (date for three weeks from letter posting). Please contact me if you cannot meet this timeframe and would still like to be considered for this project. An electronic copy of the proposal is acceptable, but at a minimum please send one copy of the original proposal to our address as listed above and one copy of the proposal to:

Lake and River Enhancement Section

IDNR Division of Fish and Wildlife
402 W. Washington St., Room W273
Indianapolis, IN 46204

Fax 317-232-8150

Enclosed you will find an outline of the proposal guidelines for the LARE program. These are also available on the LARE webpage at <http://www.in.gov/dnr/fishwild/lare/manual.html> .

If you have any questions regarding the technical requirements for the program, please feel free to contact one of the LARE Aquatic Biologists:

Gwen White (e-mail) gwhite@dnr.IN.gov or phone 317-234-4407

Angela Sturdevant (e-mail) asturdevant@dnr.IN.gov or phone 317-234-4906.

We look forward to hearing from you.

Sincerely,

Representative Project Sponsor